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ABSTRACT

A survey was conducted in 1979-80 to determine which Canadian universities are involved in the provision of teaching services for academic staff (assistance of various forms in such matters as instructional skills, evaluation techniques, courses and curriculum planning). Information is presented on the nature of the assistance being provided, the administrative format, the dates the units or committees were established, and the scope of activities in which the units are involved. Results of a 1977-78 survey in the United Kingdom are also included. The results of the Canadian survey are summarized in a chart categorized as follows: (1) institutions that employ a committee format; (2) institutions employing a unit format; (3) the numbers of full- and or part-time staff associated with the committees or unit; (4) the institutions involved in such activities as staff workshops; (5) the percentage of the institution's teaching staff that is involved in the various activities of the units/committees; and (6) the provision, if any, that is made for graduate assistant training. The United Kingdom chart names the institutions that are indicated as offering some such service, gives the name of the committee and/or unit through which the services are administered, the date of their establishment; and a directory of the people involved in staff development at the various universities. The training courses in the United Kingdom range from induction and orientation sessions for new staff members, to inservice courses for established staff. Over half of the British institutions provide formal inservice training, and there is little discipline-based training. (SW)

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ED185942

University of Manitoba Teaching Service

Survey III

SURVEY OF PROVISION FOR ACADEMIC STAFF DEVELOPMENT

(United Kingdom and Canada)

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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February 1980

HE 012 660

The purpose of the survey was to determine which Canadian universities are involved in the provision of teaching services for academic staff (that is, in the provision of assistance of various forms in such matters as instructional skills, evaluation techniques, course and curriculum planning, etc.). In the cases of those institutions offering such services, the survey attempts to delineate the nature of the assistance that is being provided; the administrative format (e.g., units, committees, etc.) utilized; the dates the units or committees were established; and the scope of activities in which the units are involved.

The results of the Canadian survey are summarized in a chart categorized as follows: *i*) institutions that employ a committee format; *ii*) institutions employing a unit format; *iii*) the numbers of full and/or part-time staff associated with the committees or units; *iv*) the institutions involved in such activities as staff workshops; v) the percentage of the institution's teaching staff that are involved in the various activities of the units/committees; and *vi*) the provision, if any, that is made for graduate assistant training.

The United Kingdom chart indicates the centers that responded to a similar survey administered by the Coordinating Committee for the Training of Teachers in 1977. This chart names the institutions that are indicated as offering some such service; gives the name of the committee and/or unit through which the services are administered; the date of their establishment; and a directory of the people involved in staff development at the various universities.

In the United Kingdom the training courses, as indicated by the survey, range from induction and orientation sessions for new staff members, to in-service courses for established staff. Over half of the British institutions provide formal in-service training, which may range from two hours to eight days. There is little discipline-based or departmentally-based training. There is a wide variance in length and type of courses offered at these institutions. While common elements occur in most courses - such as library resources, tutors, lectures - these elements are treated differently in different universities.

The concern with provision for academic staff training in the United Kingdom is a recent one. At the time of the survey, fifteen institutions had central units with responsibility for such training. Over half of those units have been established in 1974. In the twenty institutions which had appointed individuals to coordinate the training programs, ten of the appointments were full-time and ten were part-time.

A paper presented at a conference at Aston University in 1979 on training of university teachers indicated that 9.6% of the academic staff in British institutions (2080 members of staff in 39 institutions) are on probationary appointments. The paper noted that few universities have accepted the responsibility of lightening the load of probationary staff, in order to allow formal time for training. A practice followed by one-third of the universities is to appoint new staff before the beginning of the academic year in order to allow for acclimatization and training. Attendance at most training courses or programs is optional but in a few instances, attendance is compulsory for probationary staff. The percentage of staff attending formal training courses is 5½% (1005 members of staff in 29 institutions).

In this report Dr. C. Matheson, Coordinating Officer of the Coordinating Committee for the Training of University Teachers, indicated that his survey in 1977 found that the major cost implications to be found in staff training programs would be measured in terms of the time of the staff involved and the use of accommodation and other facilities. He thus found it difficult to quantify costs. The total amount spent on training in the twenty-nine responding institutions in the United Kingdom was £100,295. The range of expenditure was from £100 to £7,000. To put these expenditures in perspective, he observed that the total recurrent grant for the universities involved was £581 million. The institutions thus spend less than one-twentieth of one per cent of their grant on staff training.

The survey of the Canadian universities in 1979-80 indicates a similar picture. Of the units that have been established, fifteen were established in 1976 or later. A total of twenty-three institutions reported that a unit is now in place whose specific mandate is to provide a teaching service for staff. Eighteen institutions reported university committees on

instruction. In some institutions, Instructional Media as a support service is recognized as part of the unit concerned; so the actual numbers of persons involved in providing direct assistance in the training of academic staff for their teaching role is not clear. Eighteen institutions have a full-time staff of one or more who are directly involved in instructional or staff development.

For those institutions which report having centers or units, the percentage of staff who have taken or are taking workshops and/or courses ranges from two to three per cent to as high as seventy-five percent of total staff.

Research associated with faculty development in Canadian institutions is slow. Centers reporting an interest in research related to faculty development include: McGill University, Concordia University, the University of Toronto and the University of Toronto Faculty of Medicine, the University of Manitoba, Brock University, the University of Ottawa and the University of British Columbia.

The most common activity, which was reported by twenty-five institutions, is the provision of one or more workshops for staff. Twenty institutions indicated some form of publications directed to staff concerns. Fifteen institutions reported some activity in the matter of training graduate assistants.

The details of the Canadian institutions are contained in Appendix I. It should be noted that not all Canadian universities responded to the questionnaire, although follow-up letters were sent. A total of fifty-one post-secondary institutions responded. About sixty per cent of these had either a committee or a unit charged with responsibility for some aspect of staff development. Twenty-three institutions - about forty-six per cent - had moved toward a more formal support structure, through the establishment of an administrative unit.

One aspect to which the survey did not attend was the dollar investment of the universities in such programs. It would be interesting to determine if the percentage of university grants devoted to staff development differed to any significant extent from that characterizing the United Kingdom.

QUESTIONNAIRE SURVEY

Institutions Responding	University Committee	Unit	Year Established	Staffing: Full-time	Staffing: Part-time	Workshops	Other Modules	Research	Publication	Formal Courses	Percentage Staff Used	Graduate Assistant Training
University of British Columbia	x	x	77	1	9	x	x	x	x	x	?	x
Seminary of Christ the King	-	-	-	0	0	-	-	-	-	-	0	-
Simon Fraser University, Division of Continuing Studies	-	-	-	?	?	x	x	-	-	-	?	x
University of Victoria	x	x	79	0	1	x	-	-	x	-	1	x
University of Alberta	x	x	77	0	1	-	x	-	-	-	?	?
University of Calgary	x	-	72	?	?	x	x	-	x	-	?	x
University of Lethbridge	-	-	-	0	0	-	-	-	-	-	0	-
Campion College, Department of Extension	-	x	?	?	?	x	x	-	?	-	?	-
St. Thomas More College	x	-	79	0	0	-	-	-	-	-	0	-
University of Regina	-	-	-	0	0	-	-	-	-	-	0	-
University of Saskatchewan	-	-	-	0	0	-	-	-	-	-	0	-
University of Manitoba	x	x	71	0	18	x	x	x	x	-	37	x
University of Winnipeg	-	-	-	0	0	-	-	-	-	-	0	-
Brescia College	-	-	-	0	0	-	-	-	-	-	0	-
Brock University	x	-	73	2	7	x	x	x	x	-	30	-
University of Guelph	x	x	78	35	6	x	x	-	x	-	30	-
King's College	x	-	70	5	0	x	-	-	x	-	?	-
Lakehead University	-	-	-	0	0	-	-	-	-	-	0	-
Université d'Ottawa	-	x	79	?	?	x	x	x	x	-	20	-
Queen's University	x	-	76	5	1	-	x	-	x	-	10	x
Queen's University, Health Sciences Office of Education	x	x	76	?	?	x	-	-	?	-	2-3	x
Royal Military College of Canada	-	-	-	0	0	-	-	-	-	-	0	-
Ryerson Polytechnic Institute	-	x	78	3	0	x	x	-	x	-	50	-

QUESTIONNAIRE SUMMARY

Institutions Responding	University Committee	Unit	Year Established	Staffing: Full-time	Staffing: Part-time	Workshops	Other Modules	Research	Publication	Formal Courses	Percentage Staff Used	Graduate Assistant Training
University of St. Jerome's College	-	-	-	0	0	-	-	-	-	-	0	-
University of St. Michael's College	-	-	-	0	0	-	-	-	-	-	0	-
University of Toronto	x	x	76	1	3	x	x	-	x	-	10	x
University of Toronto, Faculty of Medicine	-	x	67	3	5	x	x	x	x	-	?	-
Trent University	x	x	75	1	6	x	x	x	x	-	10	?
Victoria University	-	-	-	0	0	-	-	-	-	-	0	-
University of Waterloo	-	x	76	2	1	x	x	-	x	-	?	x
University of Western Ontario, Health Sciences Center	-	x	71	1	4	x	x	-	-	-	10	x
University of Windsor	x	x	76	1	1	x	x	-	x	-	12	x
York University	x	x	70	1	2	x	x	-	-	x	15	x
Bishop's University	x	-	77	?	?	-	x	-	-	-	?	-
Concordia University	-	x	73	3	2	x	x	x	x	x	75	x
Université Laval	-	x	72	13	60	x	x	-	x	-	71	x
McGill University	-	x	68	4	6	x	x	x	x	-	20	x
Université de Montréal	-	x	72	18	0	x	x	-	x	-	10	-
Université du Québec	-	x	72	4	0	-	x	-	x	-	?	?
Université du Québec à Rimouski	-	-	-	0	0	-	-	-	-	-	0	-
Université de Sherbrooke	-	x	78	?	?	-	x	-	?	-	?	?
Université de Moncton	-	x	80	?	?	?	?	?	?	?	?	?
St. Thomas University	-	-	-	0	0	-	-	-	-	-	0	-
Atlantic Institute of Education	-	-	-	0	0	-	-	-	-	-	0	-
College of Cape Breton	-	-	-	0	0	-	-	-	-	-	0	-
Dalhousie University	x	-	74	0	0	x	-	-	?	-	-1	-
University of King's College	-	-	-	0	0	-	-	-	-	-	0	-
Nova Scotia Agricultural College	-	-	-	0	0	-	-	-	-	-	0	-
Nova Scotia Technical College	-	-	-	0	0	-	-	-	-	-	0	-
St. Francis Xavier University	x	-	74	?	?	x	x	-	?	-	?	?
Saint Mary's University	-	-	-	0	0	-	-	-	-	-	0	-

DETAILS OF INDIVIDUALS IN UNITED KINGDOM UNIVERSITIES
WITH RESPONSIBILITY FOR CO-ORDINATING STAFF TRAINING AND DEVELOPMENT PROVISIONS
(1977-78 Survey)

University	Title of Post	Date Post Established	Part-time/ Full-time	Present Incumbent
Aston	Senior Lecturer for Academic Staff Development	?	f/t	Colin Flood Page
Bath	Director of Educational Services	1970	p/t	Post currently vacant
Birmingham	Organising Tutor for the Advisory Service on Teaching Methods	1974	f/t	Dr. Desmond Rutherford
Bradford	Organising Tutor in University Teaching Methods	1974	f/t	Dr. Alan Harding
Bristol	-	-	-	-
Brunel	-	-	-	-
Cambridge	-	-	-	-
City	Head of Centre for Educational Technology	1972	f/t	Mr. Leo Evans
Durham	-	-	-	-
East Anglia	-	-	-	-
Essex	-	-	-	-
Exeter	Director of Teaching Services Centre	1975	f/t	Dr. Donald Bligh
Hull	Chairman of Committee on Teaching Methods	1971	p/t?	?
Keele	-	-	-	-
Kent	-	-	-	-
Lancaster	Informally Director MSU Unit Senior Research Officer - Institute of Post Compulsory Education	?	?	?
Leeds	Request for post under consideration	-	-	-
Leicester	-	-	-	-
Liverpool	Co-ordinator for the Development of Teaching in the University	1975	p/t	Mr. Grahame Settle
Loughborough	Member of staff with special responsibility for staff training and development	1978	-	Dr. David Mack
Manchester	Lecturer in Higher Education	1973	p/t	Mr. Nick Boreham
U MIST	Organiser, Centre for Educational Methods	1973	p/t	Dr. Fred Bell
Newcastle	-	-	-	-

University	Title of Post	Date Established	Part-time/ Full-time	Present Incumbent
Nottingham	Senior Lecturer in Education	?	f/t	Dr. George Brown
Oxford	University Reader in Education	?	p/t	-
Reading	Director of New Lecturer Courses	1970	p/t	Mr. Don Pritchard
Salford	No title	1970	p/t	Ms. Susan Sayer
Sheffield	-	-	-	-
Southampton	Assistant Director of Teaching Media	1971	f/t	Mr. Colin Coles
Surrey	Head of the Institute for Educational Technology	?	f/t	Professor Lewis Elton
Sussex	Chairman of Couselling Services and Convenor of the Teaching-Learning Programme	1975	?	Dr. Eric Hewton
York	-	-	-	-
Open	-	-	-	-
Aberystwyth	Director of the Course on University Teaching	1973	?	-
Bangor	Assistant Registrar (Personnel)	1976	f/t	-
Swansea	-	-	-	-
UWIST	-	-	-	-
WNSM	-	-	-	-
Aberdeen	Lecturer with special responsibility for Staff Development	1973	f/t	Mr. Ray McAleese
Edinburgh	-	-	-	-
Glasgow	-	-	-	-
Heriot Watt	Co-ordinator of In-service Training	1971	p/t	Dr. John Cowan
St. Andrews	-	-	-	-
Stirling	-	-	-	-
Strathclyde	Adviser on Educational Methods	1976	f/t	Mr. Alex Main
Belfast	Senior Lecturer in Educational Technology	1970	p/t	-
Ulster	-	-	-	-

DETAILS OF COMMITTEES AND UNITS WITH RESPONSIBILITY FOR STAFF TRAINING AND DEVELOPMENT IN UNITED KINGDOM UNIVERSITIES
(1977-78 Survey)

University	Committee with special responsibility for oversight and organization of staff training and development	Date Established	Central Agency/Unit (other than a Committee) with responsibility for staff training and development	Date Established
Bath	Senate Committee on Educational Service	1975	Educational Services Unit	1970
Birmingham	Committee on Educational Development	1975	Advisory Service on Teaching Methods	1974
Bradford	Sub-Committee on Professional Development	1975	Educational Development Service	1974
Bristol	Committee of Senate on Induction Courses	1970	-	-
Brunel	Teaching Development Committee	1974	-	-
Cambridge	Committee on the Training of University Teachers	1969	-	-
City	Senate Advisory Committee on Educational Technology	1972	Centre for Educational Technology	1972
Durham	Committee on Training in University Teaching	1970	-	-
East Anglia	Senate Training of University Teachers Committee	1975	-	-
Essex	-	-	-	-
Exeter	-	-	Teaching Services Centre	1975
Hull	Committee on Teaching Methods	1971	-	-
Keele	University Teaching Methods Committee	1974	Educational Technology Services	1974
Kent	Senate Committee on Teaching and Learning	1972	-	-
Lancaster	Committee for Academic Staff Development	1975	Media Services Unit Institute for Post Compulsory Education	1970 1976
Leeds	Sub-Committee on University Teaching Methods	1965	-	-
Leicester	Vice-Chancellor's Committee on Teaching Methods	1969	-	-
Liverpool	Committee for the Development of University Teaching	1971	-	-

University	Name of Committee	Date Established	Name of Central Agency/Unit	Date Established
Loughborough	Academic Staff Training and Development Committee	1977	-	-
Manchester	Committee to Supervise the Programme of Courses on Educational Methods for University Lecturers	1970	-	-
U MIST	Committee to Supervise the Programme of Courses on Educational Methods for University Lecturere	1969	-	-
Newcastle	Committee on the Training of University Teachers	1971	-	-
Oxford	Appointments Committee of the General Board of the Faculties	1968	-	-
Reading	Senate Committee on Training in Teaching Methods for Academic Staff	1970	Academic Support Centre	1970
Salford	Committee on Educational Methods	1973	-	-
Sheffield	Panel on Lecturing Techniques	1966	-	-
Southampton	Working Party of the Board of the Department of Teaching Media	1976	Department of Teaching Media	1970
Surrey	Teaching Staff Review Committee	1976	Institute for Educational Technology	1967
Sussex	Teaching and Learning Sub-Committee of the Counselling Services Committee	1973	Teaching and Learning Support Programme	1975
York	Teaching Workshops Committee	1971	-	-
Open	-	-	Institute of Educational Technology Training Section of Personnel Division	1972 1974
Aberystwyth	Staffing Committee	-	-	-
Bangor	Standing Committee on the Training of New Lecturers	1976	-	-
Swansea	Training of University Teachers Committee	1973	-	-
UWIST	-	-	-	-
WNSM	Committee on Teaching Methods	1970	-	-

University	Name of Committee	Date Established	Name of Central Agency/Unit	Date Established
Aberdeen	Committee on Training of University Teachers	1970	-	-
Edinburgh	Teaching, Learning and Assessment Committee	1972	-	-
Glasgow	Committee on the Training of University Teachers	1969	-	-
Heriot Watt	-	-	-	-
St. Andrews	Committee on In-service Training	1972	-	-
Stirling	Committee on Academic Staff Training and Development	1976	-	-
Strathclyde	Academic Practice Committee	1969	Centre for Educational Practice	1976
Belfast	Committee on the Training of University Teachers	1975	-	-
Ulster	Committee on University Teaching Methods	1972	-	-

Notes: (i) Universities not included did not supply the Co-ordinating Committee with detailed information.

(ii) The University of London is a special case. The University Teaching Methods Unit serves the whole University, although some Schools and Institutes have their own training committees.

APPENDIX I

Canadian Institutions

University of British Columbia
2075 Wesbrook Mall
Vancouver, British Columbia
V6T 1W5

Name of Committee	President's Committee on Teaching Standing Committee on Evaluating Teaching
Committee Chairman	Professor Ross Busby
Name of Unit	SCOT/CITE Standing Committee on Teaching Centre for the Improvement of Teaching and Evaluation
Coordinator	Dr. Stephen F. Foster
Established	SCOT 1977
Goals	1. To promote and maintain quality teaching and learning; 2. To support and promote the professional teaching careers of every member of the faculty
Staffing	One coordinator. Part-time secretary. Eight committee members (students and staff)
Activities	Workshops Factors aiding and hindering learning Motivation Instructional objectives Research - formative evaluation of teaching computer-based
Publications	Technical reports 1. Evaluation of Teaching for Improvement 2. A Practical Approach to College and University Teaching 3. Bibliography of College and University Teaching Improvement and Evaluation 4. Problems and Issues in Offering University Teaching Improvement Courses 5. Student Evaluation of University Teaching - Uses and Abuses
Graduate Assistants	Formal course: College and University Teaching, Education 506
Contact	Dr. Stephen F. Foster Associate Professor Department of Educational Psychology Co-ordinator, SCOT/CITE (above address)

Simon Fraser University
Burnaby, British Columbia
V5A 1S6

Name of Unit	No central unit or single committee Division of Continuing Studies Audio-Visual Centre
Activities	Division of Continuing Studies activity involved in development of Directed Independent Studies: a funding, consultative and developmental service for academic departments. Audio-Visual Centre supports faculty and graduate students in most effective use of media programs related to training and research. Workshops on design, selection and utilization of medium materials.
Involvement	Participation of twelve out of eighteen departments. A total of 150 workshops with approximately ten per workshop.
Graduate Students	Teaching assistant training (TAT) offered by Faculty of Education under sponsorship of Graduate Studies.
Contact	Daniel R. Birch Associate Vice-President (Academic) (above address)

University of Victoria
Box 1700
Victoria, British Columbia
V8W 2Y2

Name of Committee	Senate Committee on Teaching and Learning
Chairperson	Dr. H. Beach
Name of Unit	Professional Studies
Director	Dr. W. K. Cross
Established	1979
Goals	To provide a faculty resource center through a teaching center
Staffing	One-third time of one person (Director)
Activities	Workshops Induction and orientation of new staff Grading Practice
Publications	Resource materials applicable to teaching and learning being developed
Staff Utilization	1%
Graduate Assistants	At department discretion
Contact	Dr. W. K. Cross Director of Professional Studies Faculty of Education (above address)

University of Alberta
Edmonton, Alberta
T6G 2G5

Name of Committee	Committee for the Improvement of Teaching and Learning
Chairman	Not known
Unit	Centre for the Study of Post-Secondary Education
Coordinator	Abram G. Konrad
Established	1977
Staffing	Two-thirds time of one staff member
Activities	(1) Development of instructional evaluation materials (2) Examination of instructional improvement approaches
Contact	Professor Abram G. Konrad Centre for the Study of Post-Secondary Education 7-133B Education North (above address)

The University of Calgary
2920 24 Avenue N.W.
Calgary, Alberta
T2N 1N4

Name of Committee	Instructional Methodology and Development Committee
Chairman	Dr. Allen Torvi
Established	1972
Goals	Encourage, where appropriate, inter-faculty research into learning Organize and assist in the funding of conferences to instructional methods Receive and assess grant applications for research and development concerning instruction, and transmit such applications to the office of the Associate Vice-President (Research) for appropriate action Prepare a directory of resource personnel and aids on instructional methodology and development
Activities	(1) Preparation of a faculty information package to provide new faculty members with information on resources available to them; (2) Mini-workshops: COM/MEDIA, lecturing, voice production, projection; (3) Effective teaching workshops (4) Grants to faculty/department seminars (5) GA(T) training sessions
Publication	IMD Newsletter
Graduate Assistants	Workshop training session for one hundred GA(T)s in September, forty in January
Contact	Dr. A. A. Torvi Chairman GFC Standing Committee on Instructional Methodology and Development (above address)

Campion College
University of Regina
Regina, Saskatchewan
S4S 0A2

Name of Unit	Department of Extension
Director	Mr. H. G. Kindred
Established	Not known
Goals	To prepare sessional and part-time teachers for teaching in the Extension Department
Staffing	Extension Department
Activities	(1) Workshops - Adult Education (2) Information material on grading; course preparation; teaching
Staff Utilization	Not known
Graduate Assistants	No formal preparation
Contact	Rev. Thomas O'D. Hanley, S.J. (above address)

St. Thomas More College
1437 College Drive
Saskatoon, Sask.
S7N 0W6

Name of Committee	Committee for the Improvement of Teaching
Chairperson	Prof. L. Kennedy
Committee Established	November 1979
Staffing	No staff members - committee structure
Objectives	(a) to make available to faculty information helpful in becoming better teachers; (b) to arrange for specific workshops
Activities	None yet
Staff Involvement	Just starting
Graduate Students	None yet
Contact	Professor L. Kennedy (above address)

University of Manitoba
Winnipeg, Manitoba
R3T 2N2

Name of Committee	Senate Committee on Instruction
Chairperson	Professor L. D. Hlynka
Name of Unit	University of Manitoba Teaching Service
Director	Dr. R. L. Hedley
Established	As Man-U-Teach in 1971 As University of Manitoba Teaching Service 1976
Goals	To support the instructional staff in the improvement of instruction To provide consultative services as requested To provide workshops to interested university professors which will contribute to their teaching effectiveness To develop resource materials related to adult teaching and learning To provide a forum for research in higher education
Staffing	Part-time; one-sixth time director; sixteen part-time consultants as needed for workshops; one-sixth time research associate
Activities	(1) Workshops Communication Skills Course Construction Interviewing Techniques Lecturing Overhead Projection Techniques Meetings Workshop (2) Individual consultation upon requst for university staff (3) Induction/orientation sessions for new staff (4) Video-taping lectures for research purposes (5) Research Value perceptions of university teaching and ways of improvement Student questionnaires for feedback on lecturing Resources of research in higher education
Publications	Man-U-Teach, 1976 Newsletter beginning 1980
Staff Involvement	450/1200 over eight years
Graduate Assistants	Work with departments in developing workshops for teaching assistants
Contact	Dr. R. L. Hedley University of Manitoba Teaching Service Room 205, Faculty of Education (above address)

Brock University
Merrittville Highway
St. Catharines, Ontario
L2S 3A1

Name of Committee	Presidential Committee - Committee on Instructional Development
Name of Chairman	Professor Stuart M. Rothstein
Established	1973-74
Objectives	Stimulate interest in and awareness of teaching methods, approaches and techniques
Staffing	Two full time, six part-time plus one clerical
Activities	(1) Workshops on Small Group Instruction Program Evaluation Creative Problem Solving University for Retired People (2) Study and Learning Skills program (3) Mini-grant projects to research the teaching learning process - ten projects in progress (4) Research task groups in small group instruction, creative thinking and program evaluation
Publications	Newsletter Projects' results to be published soon
Staff Involvement	30%
Graduate Assistants	No provision for training at this time
Contact	Professor Stuart M.Rothstein Chairman Instructional Development Committee (above address)

University of Guelph
Guelph, Ontario
N1G 2W1

Name of Unit	Office for Educational Practice
Name of Committee	Senate Committee on Educational Development
Coordinator	Professor Trevor Dickinson
Director of Unit	Associate Professor G. A. B. Moore
Unit Established	1978 Predecessors: Teaching and Learning 1971; Audio-Visual Department 1966
Staffing of Unit	Full time: thirty-five including instructional design and media; part-time: six
Objectives	(a) To provide instructional development service to faculty (b) To provide instructional support services to the teaching program
Activities	Instruction/orientation of new staff Workshops: Small group skills Basic teaching skills Lecturing Course planning Teaching alternatives Course evaluation questionnaire for tenure and promotion
Publications	Teaching Forum (Newsletter) (Senate Committee on Educational Development) Library acquisition program of resources Local distributor for Society for Research in Higher Education (U.K.) publications
Staff Involvement	About 30% of staff have availed themselves of any or some of the workshops
Training of Teaching Assistants and Graduate Assistants	Workshops for staff open to teaching assistants Special sessions for teaching assistants in six departments' workshops run by unit
Contact	Professor G. A. B. Moore (address above)

King's College
266 Epworth Street
London, Ontario
N6A 2M3
(Affiliated to The University of Western Ontario)

Name of Committee	Educational Policy Committee
Chairperson	Dr. P. Mueller
Established	1970
Objectives	To recommend ways of improving teaching
Staffing	Five committee members
Activities	Workshops Use of Audio-Visual Equipment Freshmen Teaching
Publications	Michigan and University of Western Ontario Newsletters
Contact	Dr. P. Mueller (above address)

Université d'Ottawa
65 Hastey Street
Ottawa, Ontario
K1N 6N5

Name of Unit	Teaching Resources Service
Coordinator	Dr. Patrick Babin
Chairman	Jean-Pierre Desgrosillers
Established	1979

Goals

(1) Promoting a general interest in the University of Ottawa community in the improvement of teaching through close cooperation with faculties, schools, departments, and individual professors. Implementation: meetings with the deans and department heads, special features in The Gazette (the university paper) and individual contacts.

(2) Conducting a needs assessment among the seven faculties to determine particular instructional and curriculum development needs (especially in relation to new professors, teaching assistants, and part-time staff). Implementation: opinions of the entire academic staff sought through the administration of a questionnaire (already distributed, results compiled), queries to all faculties and schools (on-the-spot interviews).

(3) Providing assistance to incoming professors (1979-80) through orientation workshops and individual follow up sessions. Implementation: through faculties desiring the service.

(4) Enlisting the participation and involvement of advisors from each of the seven faculties to assist in the coordination of the activities of the Service. Implementation: letter from Vice-Rector (Academic) to each faculty, personal visits by TRS coordinator to each dean, meetings with the advisors once appointed.

(5) Maintaining close contact with the Director of Continuing Education in an attempt to provide assistance to off-campus teaching personnel. Implementation: meetings with Dr. R. Tross, director; sharing of resources.

(6) Developing an instructional-development program for graduate teaching assistants. Implementation: workshops planned for September-October 1979, with follow up winter sessions. Geared to needs of departments. Already planning with Faculty of Social Sciences.

(7) Instituting an orientation program for part-time professors. Implementation: fall and winter workshops for faculties desiring this assistance.

(8) Sponsoring seminars and individual meetings with regular teaching staff to discuss instructional and curriculum problems; a forum for those interested in the applica-

tion of new educational approaches and educational technology. Implementation: to be offered in TRS office and adjoining counselling room during the day and evening.

(9) Organizing a microteaching clinic which will be available on demand for professors who wish to review and practice particular teaching skills and strategies. Implementation: clinic to be established either in the Media Centre, Faculty of Education, or at CIMC.

Activities	Workshops: Course Development Lecturing Multi-Media Related to Teaching Learning Theories Small Group Techniques Teaching Large Groups L'Art de questionner Alternative Strategies of Instruction
Speakers	Arthur Combs: Toward a Humane University Andre Cote: Theories D'Apprentissage Rene-Lamoureux: Creating Teaching Materials Gar White: Learning Principles Applied to Teaching
Research	Support research in teaching and learning funded by Board of Governors
Publications	Monograph on Lecturing Newsletter
Staff Utilization	20%
Graduate Assistants	No workshops as yet
Contact	Dr. Patrick Babin Teaching Resources Service (above address)

Queen's University
Kingston, Ontario
K7M 4E8

Name of Committee	Principal's Committee on Teaching Effectiveness
Chairperson	Dr. Andrew McGhie
Committee Established	1976
Staffing	Five full time staff and one part-time staff
Objectives	(a) To provide a liaison and informational service on matters relating to teaching effectiveness; (b) To allocate grants in aid of related projects
Activities	(1) Teaching staff techniques in counselling students; (2) Teaching skills for teaching assistants and graduate students (3) Study skills group
Research	Support of approximately ten projects per year D.S.C. evaluations which vary in content among departments
Publications	Monthly newsletter to staff
Staff Involvement	About 10%
Graduate Students	Annual workshops and individual self referrals
Contact	Dr. Andrew McGhie Psychology Department (above address)

Queen's University
Health Sciences Office of Education
187 Stuart Street
Kingston, Ontario K7L 3N6

Names of Committees	(1) Senate Committee on Academic Development (2) Principal's Committee on Teaching Effectiveness
Chairman of (2)	Dr. Andrew McGhie
Established	1976
Name of Unit	Instructional Development Unit just beginning
Goals	Enhancement of teaching by providing grants for projects within departments and assisting departments dealing with teaching, and instructional development
Activities	(1) Workshops on Lecturing Operating Instructional Machines Interpersonal Communication Course Design and Evaluation Small Group Instruction
Staff Utilization	2-3%
Graduate Assistants	Workshops to help develop Teaching Assistants - five workshops in the past year
Contact	Dr. A. M. Bryans Health Sciences Office of Education Faculty of Medicine Queen's University (above address)

Ryerson Polytechnic Institute
50 Gould Street
Toronto, Ontario
M5B 1E8

Name of Unit	Centre for Instructional Development
Director	Isaac A. Morgulis
Established	1978
Goal	To provide a climate to foster effective teaching
Staff	Three, full time
Activities	Workshops Lecture Adult Learners Questioning Techniques Classroom Interaction Analysis Curriculum Design Evaluation and Testing Student Study Skills (offered by Counselling Department) University of Massachusetts Teaching Improvement Program
Publications	C.I.D. Corner in Institute Journal "Forum" Centre publication - Progressions - once a month
Participation	About 50% of staff - over 300 registrations in workshops
Graduate Work	As there are no graduate students at Ryerson, no training is necessary for teaching assistants (do not exist)
Contact	Isaac A. Morgulis Director Centre for Instructional Development (above address)

University of Toronto
65 St. George Street, Third Floor
Toronto, Ontario
M5S 1A1

Name of Committee	Advisory Committee on Educational Development
Chairman	G. P. Richardson
Name of Unit	Educational Development
Coordinator	W. J. Kirkness
Established	1976 - for committee; 1977 - for unit
Goals	To support the improvement of teaching and learning in ways consistent with the university's traditions and purposes
Staffing	One full time plus three part-time (uses secondment)
Activities	(1) Workshops - small group teaching; lecturing; large group teaching and learning (2) Individual consultation (3) Collection of books and articles relating to teaching in higher education
Research	The publication 'Option' carries a number of position papers on issues related to teaching and learning
Publications	Options - four times a year Newsletter beginning in 1980
Staff Utilization	About 10%
Graduate Assistants	A variety of workshops for teaching assistants particularly within departments as reported by Department of German, Department of Italian Studies in 'Options'
Contact	John Kirkness Coordinator Educational Development (above address)

University of Toronto
Faculty of Medicine
121 St. Joseph Street
Toronto, Ontario
M5S 1A1

Name of Unit	Division of Studies in Medical Education
Director	Dr. Arthur I. Rothman
Established	1967-68
Goals	Provide educational services and consulting to teaching staff in the Faculty of Medicine To conduct research in medical and health education
Staffing	Three full time and one part-time Four service staff
Activities	(1) Workshops: Teaching in the Department of Psychiatry Teaching in the Department of Family and Community Medicine Development of Teachers of Community Health Medical ethics seminars Curriculum development in universities (2) Consultation with teaching staff (3) Evaluation of courses: Student evaluation Student achievement Teacher assessment (4) Research: Career choices of University of Toronto medical graduates Design of subject and comprehensive examinations Design and evaluation of patient education programs Development of approaches to program evaluation
Publications	In-house publication - journal publication
Contact	Professor A. I. Rothman Director of D.S.M.E. (above address)

Trent University
Peterborough, Ontario
K9J 7B8

Name of Committee	Instructional Development Committee
Chairman	Professor J. I. Lodge (Physics Department)
Name of Unit	Self-Instruction Centre
Coordinator	Peter Slade
Established	1975, both Centre and Committee
Goals	Committee's objectives are to encourage better teaching and learning Centre aims primarily to assist students to improve their command of basic skills - reading, writing, mathematics It assists in the improvement of teaching through directing instructors to instructional development materials Provides instructors with kinds of learning problems which students find with courses
Staffing	One full time and six part-time
Activities	(1) Improvement of student learning Teaches basic skills Administers diagnostic tests of language and mathematics Prepares booklets on essay writing and grammar for student use (2) Research: how to assist students with learning disabilities and students whose mother tongue is not English (3) Sponsored projects Evaluate effectiveness of different teaching methods Collection and/or cataloging of audio-visual materials
Publications	Published reports in Trent's newsletter
Utilization	About 10% received grants for projects
Graduate Assistants	Few graduate assistants, hence each department assesses its own requirements
Contact	Peter Slade, Coordinator Self-Instruction Centre (above address)

University of Waterloo
Waterloo, Ontario
N2L 3G1

Name of Unit	Teaching Resource Office
Director	Dr. Christopher K. Knapper
Unit Established	1976
Goals - Objectives	To provide a consulting service for faculty who wish to evaluate and improve their teaching; To provide advice and assistance to other groups within the university (students, administrators) on matters relating to teaching and its improvement; To increase faculty awareness of current knowledge about teaching methods and student learning by such means as a regular newsletter, occasional publications, workshops, conferences, broadcasts, and so on; To provide a general resource center for the university on matters relating to teaching and learning; To facilitate and encourage the use of other existing teaching and learning resources within the university; To encourage research in teaching and learning by faculty within different disciplinary areas; To encourage development and innovation in teaching methods and materials by providing grants to faculty for this purpose; to provide advice to faculty about other possible sources of on-going financial support; and (as a long-term goal) to provide for faculty released time for continuing development work related to teaching and learning; To provide recognition of the importance of teaching in the university by such means as the Distinguished Teacher Award program; To provide information on the state of teaching and learning at the university to outside groups, and to maintain contacts with others involved in instructional development elsehwere in Ontario, in Canada, and beyond; As a long-term goal, to monitor attitudes to the role of the university as it relates to faculty teaching and student learning; On the basis of the foregoing activities, to develop a climate whereby individual teachers and groups within the university can take upon themselves responsibility for the monitoring of teaching performance, improvement of teaching effectiveness, and educational innovation--calling upon the Teaching Resource Office for assistance if and when it is needed.
Staffing	Two full time, one part-time staff

Activities	(a) Consultancy service - advice to individual faculties e.g., discussion of course material advice on changes and innovation provision of reference material 'micro-teaching' exploration of teaching aids (b) Workshops Clinical supervisors in School of Optometry Orientation session for new faculty Training sessions for teaching assistants Teaching and Learning library utilization Use of micro-computers in university teaching (c) Instructional development grants to staff (d) Coordinate Distinguished Teacher Award programme
Publications	Newsletter - one each term Personal research and papers presented by the director
Staff Involvement	Unable to estimate as informal and formal consultation part of the program
Graduate Students	Organizes workshops for departments with teaching assistants, providing departments request the workshop and participate in the workshop
Contact	Dr. Christopher K. Knapper Teaching Resource Office (above address)

University of Windsor
Windsor, Ontario N9B 3P4

Name of Committee	Senate Committee for Teaching and Learning
Name of Unit	Program for Teaching and Learning
Coordinator	Dr. J. Duthie (also Dr. J. Meyer, Dr. L. Brown-John)
Established	1976
Goals	Terms of reference: (a) to determine operating policies of the Program for Teaching and Learning so that priorities for work of the Program may be established; (b) to recommend to the Senate policies designed to improve the teaching and learning process; (c) upon the recommendation of the coordinator, to allocate funds from the Program budget for specific projects related to teaching and learning undertaken by faculty members; (d) upon the recommendation of the coordinator, to submit to agencies such as the Ontario Universities Program for Instructional Development for grants to the Program for Teaching and Learning; (e) to recommend to the Senior Vice-President budget requirements for the conduct of the program
Staffing	One equivalent (F.T.E.) and a half-time secretary
Activities	1. Workshops Interactive Graphics Developing Teaching Assistants Audio-Visual Workshops Computer Assisted Learning Design and Development of Self-Instructional Modules Use and Preparation of Cases and other Approaches to Programmed Teaching and Learning in Public Administration The Lecture Mode of Instruction 2. Program Study Grants - ten projects funded
Publications	Newsletter every two months
Staff Utilization	Approximately 12%
Graduate Assistants	Workshops for Teaching Assistants run in Fall term
Contact	Dr. J. Duthie Coordinator - Program for Teaching and Learning (above address)

The University of Western Ontario
Office of Health Sciences Educational Development
Health Sciences Center
London, Ontario
N6A 5C1

Name of Unit	Office of Health Sciences Educational Development
Director	Bruce P. Squires, M.D., Ph.D.
Established	1971
Goals	To provide consultation and support service to Health Sciences
Staffing	One full time and four part-time staff
Activities	(1) Workshops on induction/orientation of new staff Teaching staff techniques in counselling students Audio-visual workshops Self-Instructional Package Small Group Instruction Evaluation of Student Performances (2) One formal course in graduate training for Family Medicine (3) Uses self-instructional packages Simulated patients Lecture Laboratories Small group
Research	Comparison of effects of new curriculum with old
Involvement	About 10% of staff
Graduate Assistants	Center responds to individual and department requests for training of graduate assistants
Contact	Bruce P. Squires, M.D., Ph.D. (above address)

York University
4700 Keele Street
Downsview, Ontario M3J 1P3

Name of Committee	Sub-committee on Teaching and Learning of the Senate Committee on Curriculum Policy and Instruction
Chairperson	Ms. Lois Spencer
Unit Name	Teaching Skills Program
Unit Director	Professor Richard Handscombe
Unit Established	1970 as a program within the Centre for Counselling and Development. 1976 an independent unit reporting to Vice-President (Academic Affairs)
Goals	(a) to design and implement a university-wide program in which all ten faculties participate and for which they are a large part responsible, especially for their individual needs; in cooperation with Teaching Skills Program; (b) to offer a variety of activities for faculty members, full and part-time and for graduate students with the aim of providing opportunities for the development and improvement of skills in teaching (c) to encourage the development of programs by departments and faculties specifically for graduate teaching assistants (d) to gather resource material on teaching and learning at the post-secondary school level and make it available to the university community (e) to maintain liaison with programs in other universities and with the Ontario Universities Programme for Instructional Development
Staffing	Director: one-third release time Coordinator: full-time Secretary: three-fifths time
Activities	Workshops and seminars The First Class of Term Team Teaching Curriculum Development in the University Student Group Projects The Social Science Essay Evaluation of Students in the Social Sciences and Humanities Basic Voice for Lecturers Series Small Group Teaching Teaching Students to Think Critically Variety in Lecture Class Series Effective Visual Presentations

Activities (continued)	Individual Consultation Assistance in the preparation of teaching dossiers Provision of resource materials on teaching and learning Assist in the preparation of feasibility studies
Publications	Beginning a newsletter in 1980
Staff involvement	12-15%
Graduate Assistants	Provision of resource material for department training
Contact	Janette Baker Coordinator Teaching Skills Programme (above address)

Bishop's University
Lennoxville, Quebec
J1M 1Z7

Name of Committee	Senate sub-committee to study methods of teacher evaluation
Chairperson	Stuart J. McKelvie
Established	1977
Goal	(1) To review the literature on evaluation of teaching; (2) To examine practices at other universities; (3) To consult with Centre for Learning and Development at McGill University; (4) To accept submissions and feedback on questionnaires from faculty and students
Activities	Development and testing of questionnaire on the evaluation of an instructor
Contact	Professor Stuart McKelvie Department of Psychology (above address)

Concordia University
7141 Sherbrooke Street West
Montreal, Quebec
H4B 1R6

Name of Unit	Learning Development Office
Director	Ronald Smith
Established	1973
Goals	To support and encourage faculty to assess and improve the teaching and learning at Concordia
Staffing	Three full time and two part-time
Activities	(1) Workshops Orientation/induction of new staff Improving instructional effectiveness (2) Student course: Becoming a better consumer of your own education (3) Research: on teacher perceptions of teaching and teaching improvement
Publications	Newsletter - Teaching and Learning
Staff Utilization	75%
Graduate Assistants	Workshops for teaching assistants
Contact	Professor Ron Smith (above address)

Université Laval
Cité universitaire, Ste-Foy
Québec, Québec
G1K 7P4

Name of Unit	Service de pédagogique universitaire
Director of unit	Jacques Parent
Established	1972
Objectives	To help teachers, students and administrators (1) develop and evaluate teaching and learning (2) develop and evaluate curricula (3) activate their personal growth (4) develop the organization (5) do research on teaching and learning
Staffing	Thirteen professors, four secretaries, sixty students part-time
Activities	(1) While the staff of Service de pédagogique universitaire spend most of their time consulting with teachers on a one-to-one basis, workshops are offered in: Writing objectives Evaluating courses Teaching strategies Use of audio-visual materials Student evaluation Consultation techniques Use of computer for student and course evaluation "Autoscopie" Planning a training program for all teachers of the university on topics relating to instructional, personal and organizational development (2) Staff of S.P.U. works through student services on workshops and production of study guides (3) Development of new systems in: Course evaluation Needs analysis Student evaluation (4) Offers a computerized course evaluation system (5) Consultation time, financial aid, documentation and materials to help teachers, on a personal basis, design and evaluate their courses
Publications	Newsletter three or four times a year A listing of thirty-seven publications of the Service de pédagogique universitaire

Staff Utilization	1000 out of 1400 full-time staff 1978: 500 participants
Graduate Assistants	Access to all services available to teaching staff
Contact	Jacques Parent, Directeur Service de pédagogique universitaire Bureau 3530 Pavillon Bonenfont (above address)

McGill University
815 Sherbrooke Street West
Montreal, Quebec
H3A 2K6

Name of Unit	Centre for Teaching and Learning Services
Director	George L. Geis
Established	1968
Goals	(1) Service to university to improve teaching, e.g. course design evaluation innovative methods classroom presentations (2) To conduct research in Higher Education
Staffing	Six academic part-time equal to four F.T.E. Four support staff full time
Activities	(1) Workshops Induction/orientation of new staff Testing Small group discussion Stating goals Evaluating performance Computers in education Teaching/learning module course Ten modules of self-instructional course Development of materials on student skills (2) Research Professor's perception of teaching and its improvement Cognitive structures of disciplines Computer uses in higher education Effectiveness of various approaches to instructional improvement activities Evaluating complex performances that do not seem amenable to usual testing procedures (music, language, medical practice, social work) (3) Development of a course evaluation system with emphasis on formative evaluation and improvement
Publications	A library of materials Occasional seminars Self-Instructional Modules (ten)
Staff Involvement	About 20%
Graduate Assistants	A self-instructional course available
Contact	Dr. G. L. Geis Centre for Teaching and Learning Services (above address)

Université de Montréal
C.P. 6128
Montréal, Québec
H3T 3J7

Name of Unit	Le Service Pédagogique
Name of Director	Pierre Dalceggio
Unit Established	1972
Goals and Objectives	Improving university teaching
Staffing	Eighteen full time
Activities	(1) Workshops on Objectives and Evaluation Needs Analysis Cognitive Styles Mapping Group Training (2) Matching teaching techniques and resources with student needs
Publications	A periodical: Pédagogiques
Staff Involvement	10%
Graduate Assistants	No training at the moment
Contact	Professor Pierre Dalceggio Service Pédagogique (above address)

Université du Québec
214 avenue St-Sacrement
Québec, Québec
G1N 4M6

Name of Unit	Télé-université
Director	Madame Francine McKenzie
Established	1972
Goals	To provide support in the areas of instructional design, objectives, selection of medias, evaluation of programs
Staffing	Four full time
Activities	(1) Evaluation questionnaires completed by students (2) Design of courses on the format of identification of objectives, choice of content, selection of medias, evaluation
Publications	Guide des operations de production
Contact	Clement Marquis Télé-université (above address)

Université de Sherbrooke
Cité universitaire
boul. de l'Université
Sherbrooke, Québec
J1K 2R1

Name of Unit	Un programme d'innovation pédagogique
Director	Andre Reid
Established	1978
Goals	(1) To provide assistance and support for innovative teaching projects (2) University instruction covers all the activities in instruction, the formation of objectives, the techniques, the evaluation of instruction (3) Improvement: to use the best of the information from experimentation and research to improve instruction (4) To promote and participate in the critical evaluation of innovative projects
Staff	By committee
Activities	To accept proposals for innovative instructional projects funded at a level of $125,000 October 1978-June 1980. There are no reports as yet available on the nature of the projects and the results of these.
Contact	André Reid Adjoint au Vice-Recteur à l'enseignement et à la recherche (above address)

Université de Moncton
Moncton, Nouveau-Brunswick
E1A 3E9

Name of Unit	Not yet formally named
Director	Not yet appointed
Established	1980
Contact	Dr. Victor Ross Academic Vice-President (above address)

Dalhousie University
Halifax, Nova Scotia
B3H 4H7

Name of Committee	The University Committee on Teaching and Learning
Chairman	Samuel E. York, M.D., Associate Professor of Medicine
Established	1974
Goals	(1) To improve effective teaching and learning (2) To organize workshops on teaching and learning (3) To disseminate information concerning teaching and learning
Staffing	None
Activities	Workshops on evaluation
Staff ulitization	Less than 1%
Graduate Assistants	No training
Contact	Samuel E. York, M.D. Assistant Dean Faculty of Medicine (above address)

St. Francis Xavier University
Antigonish, Nova Scotia
B2G 1C0

Name of Committee	Committee on Research and Development of Instructional Resources
Chairman	Sydney C. Mifflen
Established	1974
Objectives	To circulate information on different teaching methods and situations; To support, within the faculty, and to provide encouragement of "new teaching methods" for purposes of generating and becoming aware of research and developmental ideas; To provide a forum for the presentation and critique of such ideas; To suggest a resource function for instructional improvement
Activities	(1) Workshop (conference): Methods of evaluation of student performance Innovative methods of course organization and presentation Teaching of Science (2) Development of a card catalogue of literature related to improvement of university teaching (3) Utilization of self-instructional modules developed by McGill Centre for Learning and Development
Contact	Sydney C. Mifflen Chairman Education Department (above address)